

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on August 5, 2014 held in the Administration Building, Room 4C.

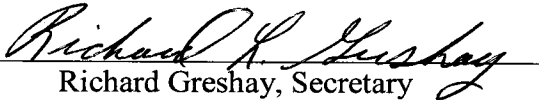
**MEMBERS PRESENT:** Marsik, Duchac, Frohling, Greshay, and Schmidt

**ALSO PRESENT:** Joseph Rains, HR Director; Sarah Eske, HR Analyst; James Mielke, County Administrator; Nancy Pirkey, Labor Attorney, Buelow Vetter Buikema Olson & Vliet, LLC; Tom Polsin, Deputy Jail Administrator; Tony Brugger, Deputy Jail Administrator; James Ketchum, Lieutenant, Patricia Ninmann, Sheriff.

Motion by Greshay, second by Duchac to convene into Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening into closed session is for the purpose of conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiating strategies for collective bargaining. The meeting is closed pursuant to Sections 19.85(1)(e) of the Wisconsin Statutes. A roll call vote was taken. Motion carried by unanimous vote of all members present, at 10:20 a.m.

The Committee discussed negotiating strategies for collective bargaining.

Motion by Greshay, second by Schmidt to reconvene into open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:55 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, August 5, 2014 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Marsik, Duchac, Frohling, Greshay, and Schmidt.**

**ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; Angela Zilliox, Human Resources Specialist; James Mielke, Dodge County Administrator; Matt Bublitz, Correctional Officer; Nancy Pirkey, Labor Attorney with Buelow Vetter Buikema Olson & Vliet, LLC; Mary Ann Miller, County Board Supervisor; Donna Maly, County Board Supervisor; Janice Bobholz, County Board Supervisor; John Corey, Corporation Counsel; Janet Wimmer, Director of Human Services and Health; Brian Field, Highway Commissioner; Tom Polsin, Deputy Jail Administrator; Tony Brugger, Deputy Jail Administrator; James Ketchum, Lieutenant; Patricia Ninmann, Sheriff.**

**Meeting called to order by Marsik at 9:00 a.m.**

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. Bublitz addressed the Committee regarding the Human Services and Health Department's re-organization and stated that he hoped the County was attempting to retain and/or find positions for the displaced employees. Marsik thanked him and stated that he wanted everyone to know that this has not been an easy decision, but a decision that was necessary for the Department.

Motion by Duchac to approve the minutes of the July 15, 2014 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling to approve the minutes. Motion carried.

Bobholz distributed a packet of sample nepotism and fraternization policies she solicited from other cities, counties and private industry. She stated she also provided a summary of what she found for the members of the Committee. She thanked the Committee for re-visiting this issue. The Committee thanked her for her work on this.

Marsik stated that he had asked Corey to evaluate any liability issues the County could face if the Committee chose not to adopt a nepotism/fraternization policy. Corey indicated that he did not find any case law, but that this would not preclude someone from filing suit against the County. Mielke also stated he contacted the County's liability insurer, WMMIC, about any possible liability and that WMMIC indicated that they were not aware of anything either. Marsik asked

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that the Committee members review the information provided by Bobholz and be prepared to discuss this at the next meeting.

The Committee reviewed the Personnel Requisition to re-fill an Equipment Operator position in the Highway Department. Field made a request to fill this position, and if it is filled internally to be allowed to post and refill the resulting vacancy. Mr. Mielke indicated he was in support of Mr. Field's request. Motion by Frohling to approve the Personnel Requisitions as presented, including allowing the Highway Department to fill any vacancy that results from an internal transfer.

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

The Committee reviewed the Personnel Requisition to re-fill a Human Services Supervisor – Economic Support position in the Human Services and Health Department. Wimmer indicated she expects to fill this position internally.

Motion by Schmidt to approve the Personnel Requisition as presented. Second by Duchac. Motion carried.

One (1) HS Supervisor – Economic Support - F.T., Human Services & Health Department

The Committee reviewed the remaining Personnel Requisitions.

Motion by Greshay to approve the remaining Personnel Requisitions as presented. Second by Frohling. Motion carried.

One (1) Equipment Operator – F.T., Highway Department

One (1) Deputy Treasurer – F.T., Treasurer's Department

One (1) Administrative Secretary III – F.T., UW Extension Department

Mielke gave an update regarding the Weight Watcher's Program. He indicated that he has been in contact with a new representative from Waukesha and that this program consists of 17 weeks for a cost of \$186/employee. He stated that the employees would be responsible for paying this amount. He stated that currently Unity Community health insurance reimburses employees \$200/year for participating in certain programs and/or exercise programs, etc. He stated that Weight Watcher's is a qualified program for this reimbursement. He stated that he has asked Jen Tisdale, who is involved with the Wellness Committee, to contact the employees who initially indicated they were interested to confirm they were still interested in participating. The next step would be to determine a meeting location and time. Mielke indicated that Tisdale is working on this with the representative and the employees who are interested.

Eske indicated that a request for donations of sick time came from an employee of the Physical Facilities Maintenance department. She stated that this employee will be having back-to-back surgeries and will be required to be out of work for an extended period of time. Eske stated that this employee will run out of her own paid time and therefore is asking for donations of sick time.

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Motion by Greshay to approve the request under the established guidelines and that by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

Rains distributed draft policy changes for Policies 207-Holidays, 212-Longevity, 214-Sick Leave, and 218-Vacation regarding the proration of benefits in the event a non-exempt employee has any unpaid time. He stated that he addressed the proration of benefits under each of these policies and gave an example. Rains stated that a further change was made to Policy 214-Sick Leave. He indicated that during discussions regarding the Kronos software an administrative decision was made to change the day sick leave is granted to the 15<sup>th</sup> of each month and that sick leave would be available for use on the 15<sup>th</sup> of the month. He stated that currently sick leave is granted on the 1<sup>st</sup> day of the second payroll of each month. He stated that this change, in combination with the new Kronos technology, will eventually allow employees to be aware of their actual sick leave accrual in real time. Rains went on to state that a further change was made to Policy 218-Vacation which simply clarifies that non-represented employees are eligible for the two weeks of vacation after six months of employment. He stated that he then went back and re-worded Policy 116-Length of Service to provide a more accurate explanation of how the term is applied. A lengthy discussion was held. Rains indicated that the proration of benefits would affect non-exempt employees only because under the FLSA you cannot reduce an exempt employee's salary. Mielke indicated that this was discussed at Management Council and no issues were raised from those in attendance at that meeting.

Motion by Schmidt to deny these changes. Motion dies for lack of a second.

Motion by Frohling to accept the changes to these policies. Second by Duchac. Motion carried. Schmidt voted against.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members.

Wimmer distributed a memo and chart, which outlined the positions that will be impacted by the re-organization in the Human Services and Health Department. She stated she wanted to give this Committee another opportunity to ask any questions if they have any. She stated that a resolution would be going to the County Board in August which will eliminate five (5) administrative/clerical positions and create 5.5 direct service positions and that the duties of some of the remaining administrative/clerical positions have been reorganized to better fit the needs of the Department. She explained that recently a voice recognition software called Dragon has been introduced which cuts down on the amount of transcription needed. She explained that by eliminating these administrative/clerical positions she is able to create direct service positions. She explained that these positions are needed due to the increase in numbers of clients they are serving and the need for increased services in general. Duchac indicated that it is not without heartache to have to lose these employees, however, when there are huge waiting lists for services something needs to be done to help correct that. He stated that this re-organization is the step in the right direction. Rains indicated that a meeting was held with the employees who will be impacted by this re-organization when their positions are eliminated and they were given the opportunity to ask questions. Mielke explained that an administrative decision was made to allow those employees who would lose their jobs the ability to stay on the County's health insurance for an additional three (3) months and that the County would continue to pay the employer portion of the premium. He stated that this provision was done on a non-precedent setting basis. Wimmer stated the re-organization decision was not made overnight and that a lot

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of evaluation has taken place over more than a year. She stated it is always hard to lose good employees, but that as the Director of this Department the services provided to the citizens of Dodge County are the top priority and this was one way to assist with the waiting lists and delays in these services to the citizens.

Wimmer next explained that a resolution would be going before the County Board in August to create one (1) full time Dementia Care Specialist I, II or III position. She indicated that the County received a grant, which requires no monetary contributions from Dodge County. She explained that this is one (1) full-time position. She explained there are three (3) levels an employee could qualify for based on meeting specific requirements. She stated that the grant will cover the remainder of this year and 2015, and is expected to continue into the future, as there is a greater need for dementia care services for citizens in Dodge County and the State of WI.

Eske informed the Committee that Job Description Questionnaires (JDQ) were completed for each level of the Dementia Care Specialist (I, II, and III). She stated that the recommendations from Carlson Dettmann are to place the Dementia Care Specialist I into grade 6, Dementia Care Specialist II into grade 7 and Dementia Care Specialist III into grade 8. Eske explained that these recommendations are in-line with other similar positions within each grade.

Motion by Frohling to approve the recommendations as presented. Second by Schmidt.  
Motion carried.

Leave of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: Rebecca M. Kovalaske, Social Worker-I – CPS Ongoing, Human Services & Health Department at \$20.51, Pay Grade DC06, Step ST01 effective 07-21-14. RE-HIRE: None. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Brenda K. Wenzel, Deputy Treasurer, Treasurer's Department at \$14.74, Pay Grade DC03, Step ST01 effective 07-24-14. STEP INCREASE: Michael T. Lange, Foreman, Highway Department at \$24.36, Pay Grade DC07, Step ST04 effective 08-05-14; John A. Schuster, Stock Clerk II, Highway Department at \$22.37, Pay Grade DC04, Step S13B effective 09-09-14; Mark E. Bunkoske, Counselor III, Human Services & Health Department at \$27.24, Pay Grade DC07, Step S09A effective 08-12-14; Abigail K. Sauer, RN Public Health, Human Services & Health Department at \$26.45, Pay Grade DC08, Step ST04 effective 09-11-14; David A. Addison, Senior Land Information Specialist, Land Resources & Parks Department at \$29.23, Pay Grade DC08, Step S08B effective 08-16-14; John A. Siedschlag, Maintenance Mechanic, Facilities Department at \$20.71, Pay Grade DC05, Step ST05 effective 07-07-14; Gary L. Zwieg, Maintenance II, Physical Facilities Department at \$19.16, Pay Grade DC03, Step S12A effective 07-15-14; Thomas J. Hazelberg, Communications Officer, Sheriff's Department – Communications Division, \$23.61, Pay Grade DC05, Step S10B effective 03-13-14; Vicki L. Lessard, Communication Officer, Sheriff's Department – Communications Division at \$25.42, Pay Grade DC05, Step S14A effective 07-25-14; Barbara J. Mullin, Communications Officer, Sheriff's Department – Communications Division at \$25.47, Pay Grade DC05,

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Step S14A effective 09-18-14; Lee G. Schneider, Communications Officer, Sheriff's Department – Communications Division at \$25.22, Pay Grade DC05, Step S14A effective 03-12-14; Nicole M. Weikert, Communications Officer, Sheriff's Department – Communications Division at \$25.47, Pay Grade DC05, Step S14A effective 08-01-14; Suzanne L. Reissmann, Communications Sergeant, Sheriff's Department – Communications Division at \$27.81, Pay Grade DC07, Step S09B effective 04-02-14; Dale W. Marks, Communications Technician, Sheriff's Department – Communications Division at \$24.61, Pay Grade DC06, Step S08B effective 07-01-14; Debra L. Kaul, Deputy Secretary, Sheriff's Department at \$20.00, Pay Grade DC03, Step S14A effective 08-11-14; Kathleen D. Vergenz, Deputy Secretary, Sheriff's Department at \$20.00, Pay Grade DC03, Step S14A effective 04-09-14. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

**HR Director's Report:**

- a) Disciplinary Actions: None to report.
- b) Grievances and Arbitrations: Rains informed the Committee that Eske is attempting to schedule two (2) grievances from the Sworn Union for the September 2, 2014 meeting.

Rains explained that the Heidi Burden Equal Rights claim is moving forward and that the depositions will be held on August 15, 2014.

**Future Agenda Items:**

Discussion and consideration of Nepotism/Fraternization policy.

**Future Meeting Dates and Times:**

Marsik requested that the next two meeting times be changed from 9:00 a.m. to 10:00 a.m. due to a meeting conflict for two Committee members.

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are:

**August 19, 2014 at 10:00 a.m. and September 2, 2014 at 10:00 a.m.** in room 4C of the Administration Building.

**Closed Session:**

Motion by Greshay, second by Duchac to convene into Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening into closed session is for the purpose of conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiating strategies for collective bargaining. The meeting is closed pursuant to Sections 19.85(1)(e) of the

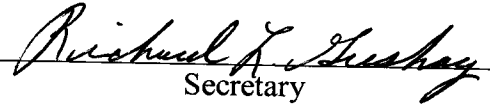

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Wisconsin Statutes. A roll call vote was taken. Motion carried by unanimous vote of all members present, at 10:20 a.m.

**Open Session:**

Motion by Greshay, second by Schmidt to reconvene into open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:55 a.m.

Meeting adjourned by order of the Chair at 10:56 a.m.

	
Secretary	Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.